

# CAS/GRS ProDev Mentoring Program

## Overview - 2020-2021

### About the Mentoring Program

The mentoring program is designed to provide a developmental relationship in which one staff member with demonstrated expertise in given areas serves as a guide for another staff member looking to develop in those areas. The program will run from **late October 2020 to April 2021**, with a minimum commitment of meeting one hour per month (preferably virtually due to COVID-19 restrictions.) Mentor/mentee matches will be made based on the results of the following survey. We ask that participants understand that mentoring is not one size fits all and will not look the same to everyone. No match will be a perfect alignment of all of your interests, but will take into consideration what you have indicated is most important to you. Please note that participants will be chosen to fill a limited number of slots, and we will do our best to match as many participants as possible.

### Goals of the Mentoring Program

Why have we created this program? The CAS/GRS Professional Development Committee was formed in the summer of 2017 in an effort to enhance the infrastructure of professional development opportunities for administrators in the CAS/GRS community. In assessing the needs of our colleagues, it was found that support was needed in three key areas: positional knowledge, networking/professional relationship building, and career development. Initial programming efforts by the committee have addressed the goals of building positional knowledge and providing networking opportunities (Communities of Practice, socials, workshops, etc.). We believe that the mentoring program will round out the career development aspect of our committee's mission by serving two primary functions:

- Fostering positive developmental relationships and connections among members of the CAS/GRS community
- Providing guidance in support of the professional and personal growth of our community members

During the spring 2019 semester, we launched the pilot version of the mentoring program, which was met with enthusiasm by the CAS/GRS community. We were able to match 15 mentor-mentee pairs for a pilot that ran from February - May 2019. We are excited to continue this program for a third year!

## **The Role of the Mentor**

The mentor will serve as an advocate and guide for the mentee. Effective mentoring can occur in as little as one hour per month. Time spent together should be planned and maintained.

Consistency and showing up for your mentee with care and thoughtful support is key to fostering a meaningful relationship.

Activities/content for conversations may include:

- Introducing the mentee to others within the BU organization that they should know or would like to meet to expand their professional network
- Allowing the mentee to attend a meeting with you or visit your area for a day
- Advising about the organizational structure and culture of BU
- Encouraging your mentee to push themselves past their comfort zone
- Giving constructive feedback
- Having a safe space to bounce ideas off of
- Making yourself available to advise on challenges the mentee might be experiencing outside of monthly meetings
- Educating the mentee on relevant organizations, conferences, and/or events to join or attend
- Reviewing the mentee's resume and providing feedback
- Sharing relevant articles with your mentee to further discussion

## **The Role of the Mentee**

Navigating your professional and personal growth is a worthwhile and necessary endeavor to ensure fulfillment in your everyday life. Ideal mentee participants will have intrinsic motivation to better themselves and will demonstrate commitment to the program through their full engagement.

In the Mentoring Program a successful mentee will be:

- Open to new ideas and experiences

- Eager to learn
- Receptive to constructive feedback
- Prepared for meetings with their mentor
- Aware of their professional goals and able to effectively communicate these to their mentor

## **The Role of the Program Manager**

Each mentoring pair will be assigned a program manager. This individual will check in with participants regularly to provide monthly conversation guides and to troubleshoot any issues that may arise. It is very important that mentors and mentees inform their program manager of any issues in communication and/or fit with their match. Mentoring is not an exact science and we want participants to feel comfortable voicing honest feedback so that we may improve the program for everyone's benefit.